

EDITED KSA LISTING

CLASS: CONSTRUCTION SUPERVISOR I, CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	General knowledge of materials, methods and processes used in the construction of wood, steel frame, masonry and concrete buildings.
K2	General knowledge of various building and mechanical trades, i.e. carpentry, masonry, plumbing, iron working, welding, heating, ventilating, electrical work, and painting in order to perform the various functions of a Construction Supervisor I.
K3	Current knowledge of various codes and safety orders applicable to building construction.
K4	General knowledge of commercial construction (e.g. structural steel frame erection, pre-cast tilt up wall panel construction, reinforced concrete construction, forming, bracing and shoring) to perform the various functions of a Construction Supervisor I.
K5	General knowledge of soil conditions, compaction and testing requirements to ensure proper site preparation.
K6	General knowledge of mechanical systems and equipment including steam boilers, air conditioning systems and the installation of gas and steam lines in order to supervise the proper installation of systems.
K7	General knowledge of State rules and regulations governing the purchase of construction materials, tools and equipment in order to effectively procure needed items.
K8	General knowledge of State rules and regulations governing the contract bidding process in order to effectively acquire legal binding contracts.
K9	Extensive knowledge of effective supervision in order to facilitate completion of a construction project.
K10	Basic understanding of the supervisor's role in the Equal Employment Opportunity Program in order to meet equal employment opportunity objectives.
K11	General knowledge of cost analysis, scheduling, and projection methods, procedures and techniques in order to manage construction projects.
K12	General knowledge of safety and security measures required during construction at correctional facilities in order to maintain a safe work environment.
K13	Basic knowledge of training techniques to effectively educate employees and staff.
K14	Basic knowledge of drafting techniques necessary to clarify details for construction.

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	Skill to:
S1	Plan, organize, direct and evaluate the work of others in order to ensure quality products are provided within budgets and scheduled timeframes.
S2	Effectively communicate (written/verbally/listening) for the purpose of disseminating, sharing and receiving information with staff/casuals/inmates and to establish and maintain the respect and cooperation of others.
S3	Analyze a wide variety of technical data, including project plans, cost estimates and materials specifications to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of a Construction Supervisor, I, CF.
S4	Research a wide variety of technical data, including codes, standards, and material specifications, etc. to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of a Construction Supervisor, I, CF.
S5	Establish and maintain professional relationships with consultants, contractors, representatives of governmental agencies, and others to gain cooperation.
S6	Operate computerized equipment to maintain accurate records, generate correspondence and reports.
S7	Read and interpret architectural plans and drawings to ensure successful completion of construction projects.
S8	Accurately calculate material quantities for estimating and purchasing purposes.
S9	Detect deviations from plans and specifications by inspection to maintain quality control of construction projects.
S10	Safely operate a motor vehicle for transporting of materials, tools, equipment and personnel.
S11	Evaluate and inspect the work of contractors in order to ensure service/product is within the contract scope.
S12	Maintain and organize project records accurately in order to reference and access information.
S13	Evaluate skill level of individuals for the purpose of hiring qualified trades persons.
S14	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to ensure a discrimination free work environment.
S15	Drafting skills necessary to clarify/create construction details.

Bold text-indicates not on Classification Spec.

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	Ability to:
A1	Lift construction materials/tools (light to heavy) to facilitate production.
A2	Climb ladders to perform inspection duties at project sites.
A3	Stand for long periods of time in order to closely supervise construction activities.

	Special Personal Characteristics:
SPEC 1	Willingness to travel.
SPEC 2	Leadership, tact, patience.
SPEC 3	Must be able to perform during stressful (physical, mental, and emotional) situations encountered on the job.